



City of Blue Lake

Parks and Recreation Commission

Meeting Agenda

Wednesday, April 1st, 2026, at 6:30p.m
Skinner Store

Unless Otherwise Noted, All Items on the Agenda Are Subject to Action.

MEETING LOCATION: Skinner Store 111 Greenwood Road, Behind City Hall, Blue Lake.

Public Input can be given to the Commission by contacting the City Clerk at cityclerk@bluelake.ca.gov, or by phone at 707-668-5655 until 4:00 p.m. on the date of the meeting.

Written comments may be submitted via email or by submission to the City Clerk at City Hall.

1. **CALL TO ORDER**
2. **ROLL CALL AND ESTABLISH A QUORUM**
3. **APPROVAL OF AGENDA**
4. **PUBLIC COMMENT ON NON-AGENDA ITEMS** – *The Public is invited to present petitions, make announcements, or provide other information to the Commission that is relevant to the scope of authority of the City of Blue Lake that is not on the agenda. The Commission may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Commission may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Commission takes up each specific agenda item.*

ITEMS FOR COMMISSION DISCUSSION OR ACTION

5. **Welcome New and Returning Commissioners- Tim Daniels and Jeff Bird**
6. **Appointment of Chair, Vice Chair, and Secretary Per Ordinance 447**
7. **Facility Walkaround- Ad Hoc**
8. **Bike and Skate Park Update (Monthly)**
9. **Approve Minutes for March 4th, 2026 Meeting and December 3rd, 2025**
10. **Presentation: Review Commissioner Orientation Packet and Provide Feedback to City Clerk**
11. **FUTURE AGENDA ITEMS**
12. **MOTION TO ADJOURN**

Per Ord No. 447 Section 5 – “At its first meeting each calendar year, the Commission shall appoint from among its members a Chair, Vice Chair, and Secretary”

Chair: The Chair serves as the facilitator and leader of the Commission.

Vice Chair: Performs the duties as Chairperson in the Chair’s absence

I) Responsibilities

- Preside over all meetings and maintain order
- Set meeting agendas in coordination with staff and fellow commissioners
- Call special meetings when necessary
- Ensure meetings are conducted efficiently and fairly, consistent with the Ralph M. Brown Act
- Recognize speakers and guide discussion
- Ensure all commissioners have an opportunity to participate

II) Key Role

The Chair helps ensure that meetings are:

- Organized
- Focused
- Productive
- The Chair has the same voting authority as other commissioners.

Secretary: Is responsible for ensuring the commission’s actions are accurately documented

I) Responsibilities

- Record meeting minutes
- Ensure minutes reflect
 - Attendance
 - Motions and votes
 - Key actions taken

II) Coordination with the City Clerk

All Commission records, including agendas and minutes, are:

- Maintained as public records
- Filed with the City Clerk in accordance with the ordinance



Parks and Recreation Commission Meeting Minutes

March 4th, 2026 ~ 6:30pm ~ Regular Meeting
Skinner Store Building ~ 111 Greenwood Rd., Blue Lake ~ Behind City Hall
Draft Minutes

1. CALL TO ORDER: 6:31pm

2. ROLL CALL AND ESTABLISH A QUORUM OF THE COMMISSION

COMMISSIONERS PRESENT: Jan Henry (Chair), Bettina Eipper, James Brown

COMMISSIONERS ABSENT: Tim Daniels

STAFF PRESENT: Emily Wood (Director of Parks & Recreation)

OTHERS PRESENT: John Sawatzky (Mayor), Elise Scafani (Mayor Pro-Tem), Dana Rivinus, Julie Vinum, Mardi Grainger, Jeff Bird, Darcey Lima, Kevin Fisher, Ingrid Fischer

3. APPROVAL OF THE AGENDA – Motion by James Brown/Second by Bettina Eipper to approve agenda. Motion passed unanimously.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS

The following persons addressed the commission:

- Kevin Fisher – thanks the community for Mad Scramble support.

ITEMS FOR COMMISSIONER DISCUSSION OR ACTION

5. COMMISSIONER WELCOME: TIM DANIELS

Tim Daniels was absent from this meeting due to illness. This item will be postponed to the next meeting.

Public Comment: No Public Comment Received

**6. CITY COUNCIL COMMISSION CONSOLIDATION DISCUSSION
(PREVIOUSLY ITEM 10)**

Jan Henry expresses concern about the Commission Consolidation and requests Item 10 to be moved before Item 6. John Sawatzky briefly responds to the topic.

Motion by James Brown to move item 6 before item 10, Second by Jan Henry. Motion passed unanimously.

Public Comment:

Darcey Lima asks for clarification about council liaison and thinks the Parks & Recreation Commission has many topics to discuss.

Mardi Grainer thinks the Arts & Heritage Commission and Economic Development



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Commission could be dissolved due to having less items to discuss.

*End of Public Comment

Commissioners Jeff Bird, James Brown, Bettina Eipper, and Jan Henry discussed their thoughts on consolidating commissions. Elise Scafani and John Sawatzky engage in the discussion.

No action was taken on this item.

7. APPOINTMENT OF CHAIR, VICE CHAIR AND SECRETARY – PER ORDINANCE 447

Public Comment: No Public Comment Received.

Motion by James Brown to table this item until the next meeting, Second by Bettina Eipper.
Motion passed unanimously.

8. BROWN ACT OVERVIEW

Public Comment: No Public Comment Received.

Elise Scafani gives a brief overview of the Brown Act to Commissioners and others present.

No action was taken on this item.

9. PARKS & RECREATION FEE SCHEDULE

Public Comment:

Darcey Lima speaks in opposition of proposed horse arena fee increases, discusses the Saddle Club's contributions to the arena, expresses importance of having a portable toilet at the arena, and inquires about rental rate for long field concession stand.

Dana Rivinus speaks in opposition of proposed horse arena fee increases, parking fees, and proposed Prash Hall restroom rental for outdoor events.

Julie Vinum speaks in opposition of proposed horse arena fee increases, suggests annual paid membership to arena based on keyed access. Supports a public restroom being added back to arena.

*End of Public Comment



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Mayor Sawatzky speaks about the proposed fee increases and city's budget deficit.

Commissioner Eipper suggests capitalizing off river goers and being strategic about attracting people to Blue Lake. Mentions the Medieval Festival bringing people together and benefiting nonprofits/schools in our region.

Commissioner Brown suggests changing the usage fee for the arena.

Commissioner Eipper suggests reviewing the state of facilities and creating a project list for repairs needed on buildings and spaces the City is looking to rent.

Council Member Scafani speaks in favor of seizing opportunities for revenue and enabling better cost recovery for recreation programming.

No action was taken on this item.

10. BIKE & SKATE PARK UPDATES

Director Wood gives a brief report about the status of the Bike Park project, including MOU's with Mountain Bike Tribal Trail Alliance (MBTTA) and Redwood Coast Mountain Biking Association (RCMBA) that have been approved by City Council. Director Wood also noted the Bike Park Corrective Action Plan was approved by Council. Director Wood states that she's received confirmation from CA State Parks that LCWF grant recipients have not yet been selected and applicants will hear back in the spring season about the status of their application.

Public Comment: No public comment received.

No action was taken on this item.

11. ANNOUNCEMENTS

No further announcements were made.

Public Comment: No public comment received.

12. FUTURE AGENDA ITEMS

Public Comment: No public comment received.

- Commissioner Welcome – Tim Daniels



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- Appointment of Chair, Vice Chair, and Secretary
- Facility Walkaround Ad Hoc
- Bike &* Skate Park Update (monthly)

13. MOTION TO ADJOURN

Public Comment: No public comment received.

Motion by James Brown to adjourn meeting at 8:17pm, Second by Bettina Eipper. Motion passed unanimously.

Adjourn at 8:17pm

Prepared by Emily Wood, Director of Parks & Recreation



Blue Lake Parks & Recreation Commission - Draft Meeting Minutes

Date: Wednesday, December 3rd, 2025 at 6:30 p.m.

Location: Skinner Store, 111 Greenwood Avenue, Blue Lake CA 95525

1. Establish a Quorum of the Commission at 6:30pm

Commissioners Present: Jan Henry, Bettina Eipper, Jeff Bird, James Brown

Commissioners Absent: None

Staff Present: Emily Wood - Director of Parks & Recreation, Austin Jones - Assistant Director of Parks & Recreation

Others Present: Council Member Kat Napier, John Bartholomew, Kevin Fisher, Ingrid Fisher, Tim Daniels, Anna Brown, Charlie Caldwell

2. Motion to Approve Agenda as presented.

Motion: James Brown

Second: Jan Henry

3. Motion to Approve Minutes for November 5th, 2025 meeting with requested changes; including correcting Ingrid Fisher's name and removing 'in addition to reducing costs' on item 5.

Motion: James Brown

Second: Bettina Eipper

Motion passes unanimously.

4. Public Input *The Public is invited to present petitions, make announcements, or provide other information to the Commission that is relevant to the scope of authority of the City of Blue Lake that is not on the Agenda. The Commission may provide up to 15 minutes for this public input session. To assure that each individual presentation is heard, the Commission may uniformly impose time limitations of 3 minutes to each individual presentation. The public will be given the opportunity to address items that are on the agenda at the time the Commission takes up each specific agenda item.*

No public input was received.

5. Parks & Recreation Fee Schedule

Director Wood gives a synopsis on fee schedule research to date; including meeting with the adhoc committee to review material and discuss initial findings.

No public input was received.

6. Bike & Skate Park Update

Director Wood gives a brief update on the Bike & Skate Park Project, including an MOU between the City and Redwood Coast Mountain Bike Association that's been passed by City Council.

Public Comment:

Kevin Fischer speaks about the Mountain Bike Tribal Trail Alliance Co-alition and expresses interest in forming an ad hoc committee with Council to improve the communication between the biking community and city.

John Bartholomew speaks in support of finding funding opportunities for the project; including the Humboldt Lodging Alliance tourism grant; and possibly partnering with Blue Lake Rancheria on the grant.

Charlie Caldwell speaks about the Humboldt Skate Collective's involvement with the project, involvement with other regional projects, and expresses that Humboldt Skate Collective would like to have an MOU with the City. Caldwell expresses a need to discuss the design in order to move forward with funding, logistics of the project, and exploring design immunity.



Blue Lake Parks & Recreation Commission - Draft Meeting Minutes

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Tim Daniels speaks about the Mad Scramble event and the state of the bike park in relation to completing the project; letting the project linger, or demolishing the project - speaking in support of continuing fundraising, grant funding, and community involvement to get the project completed.

*End of Public Comment

Council Member Kat Napier discusses her perspective on the project and logistics needing to be addressed; including insurance, design, safety, maintenance, and other areas for consideration. Council Member Napier suggests modification as a solution for the project and being mindful about City resources and favors an organized approach; finding it more effective and powerful for the project.

Commissioner Bird and Commissioner Brown discuss the possible factors that are holding up the project with Council Member Napier.

7. Ad Hoc Assignments - Friends of the Park Program

Director Wood introduces the Friends of the Park program and gives a brief overview of the program's history pre-covid and expresses interest in restarting the program.

Commissioners ask for this item to be revisited at a later time.

No public input was received.

8. Announcements

The Annual Community Tree Lighting is coming up on Sunday, December 14th; in addition to the Winter Wonderland Horse Story Tour on Saturday, December 20th, 2025.\

No public input was received.

9. Future Agenda Items

- Bike & Skate Park Update (Routine Update)
- Commission Project List Update
- Next Meeting January 7th, 2026 at 6:30pm; Skinner Store

10. Motion to Adjourn at 7:27pm

Motion: Jeff Bird

Second: James Brown

A request for disability-related modification or accommodation, including auxiliary aid or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting, by contacting City Manager Amanda Mager, 668-5655, at least 24 hours prior to the commencement of the meeting.

Welcome Letter

Congratulations on your appointment with the Blue Lake Parks and Recreation Commission and thank you for volunteering your service to the City of Blue Lake!

The Parks and Recreation Commission meets on the 1st Wednesday of the month at 6:30 pm at the Skinner Store building, if you have any other questions about meetings or your duties with the Commission, please don't hesitate to reach out to the Chair of the Parks and Recreation Commission or the Blue Lake City Clerk at cityclerk@bluelake.ca.gov

This Commission is advisory to the city council and was established by the city council most recently under Ordinance No. 447. The purpose is to act as a liaison between the community and advise the city council in all matters pertaining to public recreation, and the City's park and recreation facilities.

Again, thank you for volunteering your service. Commissions are a valuable part of our city government and offer citizens a meaningful opportunity to contribute their experience and skills to the city of Blue Lake. Please review the attached documents for more information.

Attachments for your convenience:

- **FAQ's**
- **Founding Documents (Ord No. 447)**
- **Rosenberg Cheat Sheet**
- **Form 700**
- **Roles and Responsibilities**

Frequently Asked Questions about Serving as a City of Blue Lake Advisory Commissioner

What is the role of a commissioner?

To serve in an advisory capacity to the City Council. Commissions review issues within their assigned subject area, hold public meetings, gather input, and make recommendations to the City Council

How long is my term of service?

Terms of office for each Commissioner will be for two (2) years – Except that two of the terms will expire the first year, and thereafter on alternate years for the remaining commissioners.

What is the Brown Act, how does it affect my work as an advisory Commissioner, and why are Commissions required to follow it?

The Ralph M. Brown Act is California's open meeting law that governs how local government bodies conduct meetings and make decisions. The law is intended to ensure that the public can observe and participate in the decision-making process of their local government. Since Commissioners are considered legislative bodies under the California Law, they are required to conduct business in accordance with the Brown Act. Please visit the City's Website for the most up-to-date Brown Act Handbook

How are Commission meetings conducted?

Commission meetings are conducted in open and structured manner to ensure transparency and compliance with the Ralph M. Brown Act. Most meetings will follow a similar format to this:

1. Call to Order
2. Roll Call
3. Public Comment (Non-Agenda Items)
4. Approval of Agenda and/or Minutes
5. Agenda Items and Discussion
6. Future Agenda Requests
7. Adjourn

Meetings are generally conducted in accordance with Rosenberg's Rule of Order, a simplified system of parliamentary procedure designated for local government bodies

What are the expectations of Commissioners in a meeting?

Serving on a commission is a public role that requires professionalism, preparation, and respect for the meeting process. The following are guidelines to help ensure meetings are productive and respectful to all participants.

- Be prepared: Review the agenda prior to the meeting
- Be respectful and professional: Treat fellow commissioners, staff, and members of the public with respect, even when opinions differ
- Avoid interrupting one another: Allow speakers to finish their comments before responding
- Stay focused on the agenda item: Discussions should remain relevant to the item being considered
- Listen to public input: Commissioners should listen respectfully and avoid engaging in debate with members of the public
- Follow open meeting laws

Do I need to fill out a Fair Political Practices Statement of Economic Interests form?

Yes, commissioners are required to file a Statement of Economic Interests (Form 700) in accordance with the California Political Reform Act. Pursuant to Resolution No. 1243 (the City's Conflict of Interest Code) commissioners are designated to disclose financial interests under Category 5: Management positions only, as defined in Category 1

- Schedule B – Interests in Real Property
- Schedule C – Income, Loans, and Business Positions
- Schedule D – Income – Gifts

When do I file and who do I file with?

You are required to file within 30 days of appointment, annually (typically by April 1st), and within 30 days when leaving. You will file this form with the City Clerk either in-person or through email at cityclerk@bluelake.ca.gov

If you have any other questions, please contact the City Clerk at
cityclerk@bluelake.ca.gov

Roles and Responsibilities

Commissioner (all members)

Core Responsibilities

- Attend and participate in meetings regularly
- Review agendas and staff reports in advance
- Engage in thoughtful discussion and deliberation
- Make recommendations to the City Council on matters within the Commission's scope
- Serve as a liaison between the community and the City Council
- Uphold all applicable laws, including the Ralph M. Brown Act

Duties Under the Ordinance

- Studying and reporting on matters referred by the City Council
- Advising on traffic, public safety, and related issues
- Conducting analysis and making recommendations
- Supporting public safety efforts, including collaboration with local agencies and community groups

Expectations

- Act in the best interest of the community as a whole
- Keep an open mind and base decisions on the information presented
- Maintain professionalism and respect in all interactions

Roles and Responsibilities

Chair: The Chair serves as the facilitator and leader of the Commission.

Responsibilities

- Preside over all meetings and maintain order
- Set meeting agendas in coordination with staff
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- Ensure meetings are conducted efficiently and fairly, consistent with the Ralph M. Brown Act
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- Ensure all commissioners have an opportunity to participate

Key Role

- The Chair helps ensure that meetings are:
- Organized
- Focused
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Roles and Responsibilities

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